Ibrahim Okonkwo
12 Adewale Street, Ring Road, Benin City
0800 000 8384 · ibrahim.okonkwo@email.com

10 November 2026

The Human Resources Manager
Kind Heart Agency
Hybrid (Remote & In-person)

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER

I am writing to apply for the position of Administrative Officer at Kind Heart Agency, which I saw advertised on Omadaily. Kind Heart Agency is a respected name in government & Public Sector, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Business Administration from Bayero University, Kano, and I have 6 years of experience, most recently as an Administrative Officer at Greenfield Consolidated Ltd. In this role I run the day-to-day office for a team of 60 staff across two floors, and I manage vendors for cleaning, security and supplies, saving 12% on yearly costs.

I want to contribute to public service, and I would bring integrity, hard work and respect for due process to Kind Heart Agency. I am also skilled in office management, records and filing and procurement.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to Kind Heart Agency. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Ibrahim Okonkwo

Free sample from omadaily.com. Edit it to fit your own experience.